

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 41-103**

**5 MAY 1994**



**Health Services**

**MEDICAL ILLUSTRATION AND  
PHOTOGRAPHY SERVICES**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ USAF/SGHP  
(Capt Deborah A. Crenshaw)  
Supersedes AFR 160-86, 31 January 1992.

Certified by: HQ USAF/SGH  
(Col Harry F. Laws II)  
Pages: 8  
Distribution: F

---

This instruction implements AFR 41-1, *Health Care Programs and Resources*. This instruction guides the use of medical illustration and photography services in Air Force medical treatment facilities (MTF). It states where medical illustrators and photographers must keep related records, and how they support Medical Visual Information Support Centers (MVISC), as prescribed by AFI 33-117, *Visual Information* (formerly AFR 700-32, volume II, *Base Level Visual Information Support*). This instruction does not apply to the Air National Guard or US Air Force Reserve. See [Attachment 1](#) for the glossary of references, abbreviations, and acronyms.

**SUMMARY OF REVISIONS**

This is the initial publication of AFI 41-103. It aligns the instruction with AFR 41-1 and incorporates requirements formerly in AFR 160-86.

## Chapter 1

### MEDICAL VISUAL INFORMATION SUPPORT CENTERS

**1.1. Establishing MVISCs.** You may establish MVISCs at medical facilities having visual information needs that their installation Visual Information Support Centers cannot meet. [Attachment 2](#) lists the Air Force medical facilities authorized to establish MVISCs. Within a MTF, the MVISC is a function of the Directorate of Medical Education. Wilford Hall Medical Center/ET is the consultant center for Air Force MVISCs.

#### **1.2. Types of Illustration and Photography:**

1.2.1. MVISCs employ medical illustrators and photographers for medical illustrative, graphic, and photographic services.

1.2.2. Mission essential products not directly related to the evaluation or treatment of patients may be accomplished, at the direction of the Director of Base Medical Services (DBMS), as a secondary activity only when all patient evaluation and treatment requirements are met.

1.2.3. MVISC personnel must adhere to copyright restrictions according to AFI 51-303, *Patents*.

## **Chapter 2**

### **RESPONSIBILITIES AND QUALIFICATIONS**

#### **2.1. Medical Illustration Personnel:**

- Prepare sketches and graphics to illustrate surgical and medical research, procedures, anatomical and pathological specimens, unusual clinical disorders, microorganisms, and animal tissue.
- Work with health care providers on specific cases to assimilate preliminary drawings into comprehensive pictorials using the best perspective, layout, and point of emphasis for the finished product.
- Work on special projects and exhibits involving interpretive pictorialization of surgical procedures. Translate intangible or invisible parts into pictorial results based on descriptions and general knowledge.
- Create models from drawings, computer graphics, photographs, or written instructions to use as teaching aids.
- Work on MTF projects as directed by the DBMS.
- Prepare, duplicate, process, index, and file all medical illustrations in these categories:
  - Medical and surgical cases.
  - Gross pathologic and anatomic specimens.
  - New and unusual medical procedures or equipment.
  - Medical subjects of a particular environmental importance.
  - Routine medical procedure modifications.
  - Original medical research.
  - Medical briefing and training aids.
  - Computer originated and enhanced art work.

#### **2.2. Medical Photography Personnel:**

- Work on MTF projects, as directed by the DBMS.
- Provide preoperative, postoperative, intraoperative, and autopsy photographs.
- Photograph suspected assault or abuse patients for legal purposes at the request of local law enforcement agencies or medical staff. Follow local procedures to meet chain of custody and documentation requirements and consult with your servicing Staff Judge Advocate.
- Produce slides and prints for lectures and displays.
- Process film for medical photographers and other staff in self-help situations.

#### **2.3. Qualifications for Medical Illustrators and Photographers:**

- See AFMAN 36-2108, *Airman Classification*, and AFI 36-2110, *Assignments*, for specific personnel qualifications.

- Assign only airmen in grades Amn through MSgt awarded Special Experience Identifier (SEI) 476 or SEI 477. HQ AFMPC/DPMMUE will process the qualification review for award of SEI 476 or 477 according to AFI 36-2110.
- Airmen who want to work in an Air Force MVISC should submit a Special Duty Assignment application as required by AFI 36-2110.

## Chapter 3

### EQUIPMENT AND WORK ORDERS

**3.1. Authorized Equipment.** Tables of Allowances 629 and 897 list the equipment authorized for the medical illustration and photography sections.

**3.2. Using Materials and Equipment:**

3.2.1. All illustrations and photographs must be of a medical nature. Associated equipment may be used for medical purposes only.

3.2.2. Original MVISC artwork and photographs are government property and subject to restrictions according to AFI 33-117.

**3.3. MVISC Work Orders and Releases:**

3.3.1. Use AF Form 365, **Medical Visual Information Request**, or AF Form 833, **Visual Information Support Request**.

3.3.2. Include release information with all patient photography and make sure it is signed. You may not need a release for assault or abuse cases. Consult your servicing Staff Judge Advocate. Accordingly, MVISC personnel must develop and follow local directives to effect this policy.

## Chapter 4

### FILES

#### 4.1. Medical Illustration Files:

**4.1.1. Medical Art Work File.** Maintain the original work order request art work, and support photos according to AFMAN 37-139, *Records Disposition--Standards*.

**4.1.2. Patient Register File.** Maintain a reference file for all registered patients. Cross reference by record number, patient, and subject index.

#### 4.2. Medical Photography Files:

4.2.1. Keep a work order control system to track the status and location of work. File and dispose of MVISC files according to AFMAN 37-139.

4.2.2. After completing regular work order forms, maintain them according to AFMAN 37-139.

4.2.3. Take enough original patient photos to give the requested number of copies. Keep one copy, all negatives, and the completed work order in the Medical Photography Section. File these in the medical photography patient file. Hold them for 2 years (the current year plus 1 additional year), after which you may store them in the medical facility warehouse according to AFMAN 37-139.

4.2.4. Use AF Form 365.

#### 4.3. Form Prescribed. AF Form 365, Medical Visual Information Support Request.

ALEXANDER M. SLOAN, Lt General, USAF, MC  
Surgeon General

## **Attachment 1**

### **GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS**

#### ***References***

AFPD 41-1, *Health Care Programs and Resources*

AFI 33-117, *Visual Information*

AFI 36-2110, *Assignments*

AFI 51-303, *Patents*

AFMAN 36-2108, *Airman Classification*

AFMAN 37-139, *Records Disposition--Standards*

#### ***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Regulation

**DBMS**—Director of Base Medical Services

**HQ AFMPC**—Headquarters Air Force Military Personnel Center

**HQ USAF**—Headquarters United States Air Force

**MTF**—Medical Treatment Facility

**MVISC**—Medical Visual Information Support Centers

**SEI**—Special Experience Identifier

## **Attachment 2**

### **AUTHORIZED FACILITIES, MEDICAL VISUAL INFORMATION SUPPORT CENTERS**

#### **CALIFORNIA**

David Grant Medical Center, Travis AFB CA

#### **FLORIDA**

646 Medical Group, Eglin AFB FL

#### **ILLINOIS**

Scott Medical Center, Scott AFB IL

#### **MARYLAND**

Malcolm Grow Medical Center, Andrews AFB MD

#### **OHIO**

Wright-Patterson Medical Center, Wright-Patterson AFB OH

#### **MISSISSIPPI**

Keesler Medical Center, Keesler AFB MS

#### **TEXAS**

3790 MSTW, Sheppard AFB TX

\*Wilford Hall Medical Center, Lackland AFB TX

#### **WASHINGTON DC**

Armed Forces Institute of Pathology, Walter Reed AMC, Washington DC

\*Consultant Center for Air Force MVISCs